

**From:** "James, Mattie" <Mattie.James@shelbycountytn.gov>  
**To:** "Adrena Jackson" <ajackson@ceoworks.org>  
**CC:** "William L. Gibbons (wgibbons)" <wgibbons@memphis.edu>  
"Patience Lewis-Walker" <plewis@ceoworks.org>  
**Date:** 6/8/2018 1:50:55 PM  
**Subject:** RE: Meeting w/CEO

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Wonderful! Parking will be reserved for him in our parking garage beneath the 160 N. Main Bldg. Please let me know if anyone will be joining him.

Thank you,  
Mattie James  
Mayor Luttrell's Office  
160 N. Main St., 11th Floor  
Memphis, TN 38103  
901-222-2004

From: Adrena Jackson [mailto:[ajackson@ceoworks.org](mailto:ajackson@ceoworks.org)]  
Sent: Friday, June 08, 2018 12:48 PM  
To: James, Mattie  
Cc: William L. Gibbons (wgibbons); Patience Lewis-Walker  
Subject: Re: Meeting w/CEO

Good Afternoon Mattie,

That is great! Thank you and we will see you on Wednesday, June 13th at 1pm.

**Adrena Jackson**  
County Director, CEO Memphis  
direct: (901) 275-7556  
[ajackson@ceoworks.org](mailto:ajackson@ceoworks.org)

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On Fri, Jun 8, 2018 at 12:45 PM, James, Mattie <[Mattie.James@shelbycountytn.gov](mailto:Mattie.James@shelbycountytn.gov)> wrote:  
Good afternoon Adrena,

Mayor Luttrell will be happy to meet with Mr. Schaeffer. Can we do Wednesday, June 13<sup>th</sup> anytime between 1:00 pm – 2:00 pm in the Mayor's Office located at **160 N. Main St.** on the 11<sup>th</sup> floor?

Thank you,  
Mattie James  
Mayor Luttrell's Office  
**160 N. Main St.**, 11<sup>th</sup> Floor  
Memphis, TN 38103  
901-222-2004

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From: William L. Gibbons (wgibbons) [mailto:[wgibbons@memphis.edu](mailto:wgibbons@memphis.edu)]  
Sent: Thursday, June 07, 2018 10:33 AM

To: Adrena Jackson; James, Mattie  
Cc: Patience Lewis-Walker  
Subject: Re: Meeting w/CEO

Mattie,

I think this would be a worthwhile meeting for the mayor. I'll be glad to kind of brief him on the background if he wishes. (It relates to the Operation: Safe Community plan.)

**Bill Gibbons**

Executive Director  
Public Safety Institute



The University of Memphis

317 Robison Hall  
Memphis, TN 38152

901.385-4232 | [memphis.edu](http://memphis.edu)

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From: Adrena Jackson <[ajackson@ceoworks.org](mailto:ajackson@ceoworks.org)>  
Sent: Thursday, June 7, 2018 10:29 AM  
To: [mattie.james@shelbycountyn.gov](mailto:mattie.james@shelbycountyn.gov)  
Cc: William L. Gibbons (wgibbons); Patience Lewis-Walker  
Subject: Meeting w/CEO

Hi Mattie,

Thank you for taking the time to speak with me this morning. As I mentioned I am now working as the County Director for a wonderful organization named the Center for Employment Opportunities (CEO). Our mission is to provide immediate, effective, and comprehensive employment services to men and women with recent criminal convictions. Our model ,which encompasses job readiness, transitional jobs, permanent placement and retention, supports those who are returning from prison by assisting them with the tools needed to stay attached to the labor force. CEO operates 20 sites across the United States and recently opened an office here to serve Memphis and Shelby County.

Next week our Chief Executive Officer, Sam Schaeffer will make his first visit to Memphis. At the suggestion of Bill Gibbons we would like to schedule a meeting with Mayor Luttrell to introduce CEO to the Mayor and learn about opportunities for CEO to work with Shelby County Government. Please let us know if Mayor Luttrell has any availability during the following days/times:

Wednesday, June 13th 11:00 am - 4:00 pm  
Thursday, June 14th 12:30 pm - 3:00 pm

Please let me know if you need any additional information.

Thank you so much for your assistance!

**Adrena Jackson**  
County Director, CEO Memphis  
direct: (901 275-7556  
[ajackson@ceoworks.org](mailto:ajackson@ceoworks.org)

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